

**WEST PETERBOROUGH TAX INCREMENT FINANCE DISTRICT  
ADVISORY BOARD**

**August 16, 2007**

**Selectmen's Room of the Town House**

**MINUTES**

**Members Present:** Chairman Jack Burnett, Vice-Chair Mose Olenik, Luc Monzies and Joyce Caron.

**Also Present:** Carol Ogilvie, Director and Laura Norton, Administrative Assistant, Office of Community Development, Rodney Bartlett, Director, Department of Public Works, James Purdy, Principal Transportation Planner, Joseph McKeever, Vice President, Brian Clogston, Director, Transportation Engineering and Timothy Higginson, Transportation Engineer of the Louis Berger Group, Inc. and Jeffrey Hyland of Ironwood Design Group.

**Call to Order:**

Chair Burnett called the meeting to order at 6:06 p.m.

**Statement by Chair:**

Chair Burnett noted that while this was an officially posted meeting, the purpose was for general introductions and discussion regarding the scope and cost of the West Peterborough Improvement Plan Proposal.

**Welcome and Introductions:**

Chair Burnett introduced the Committee members and the support staff, noting "we are an ends-oriented versus means-oriented" group. He mentioned the several members serve on other Boards and Committees. He mentioned Todd Birkeback, an absent member and the two alternates, Carter Judkins and Shelly Hulbert.

**Minutes:**

Chair Burnett tabled the vote o Minutes

**Old Business:**

A continuation of the discussion of the West Peterborough TIF District (WPTIF). Chair Burnett noted that over the past few years there have been a number of meetings regarding the undertaking and funding of various improvements in West Peterborough. He noted the allocation of \$170,000.00 at town meeting in 2006 for preliminary engineering studies for these projects. He noted he was happy to report that Rodney Bartlett, the DPW Director had formulated an RFP, the bid process wan complete and the Louis Berger Group, Inc. had been selected. Mr. Bartlett briefly reviewed the criteria used in the quality-based selection process of bid selection, and how two sets of information are reviewed. "First, how they would do the job, and second, how much it would cost." He noted the cost factor was important but the quality of the work was also important.

“I would like to see this be a textbook project for success” he said and added “and not just here but nationally.”

Chair Burnett went on to note there were four submittals that were reviewed by the bid committee (consisting of Selectman Joe Byk, OCD Director Carol Ogilvie, DPW Director Rodney Bartlett, WPTIF Chairman Jack Burnett and WPTIF Vice Chairman Mose Olenik).

He reported they felt Louis Berger Group was the most qualified and was selected for the design aspect. “Then we checked the cost bid and fortunately it was \$150,000.00 so it was a win-win situation.”

Chair Burnett then turned the discussion over to Mr. Bartlett who in turn turned the discussion over to Mr. McKeever, VP of Louis Berger Group, Inc.

Mr. McKeever gave a brief history of the company and his experience. He introduced the other gentlemen from the firm. (See above, Also Present).

He noted they specialize in planning and engineering with a focus on transportation and infrastructure. “90% of our work is done in the public sector. We take a civil engineering project such as a bridge or a sidewalk and integrate it into the communities where they are located.”

Mr. McKeever reiterated the Chairman’s quest for a textbook model and pursuit of national recognition. He briefly described just that with a bridge project they had completed in Henniker, NH. Mr. McKeever stated “this is the same type of project philosophy and we are thrilled to here.”

Following Mr. McKeever Mr. Purdy spoke briefly about his role and experience including significant streetscape planning and fostering public involvement in the project. He noted “the goal is to identify the values of the community and that is with a two-way communication process. From small streetscapes to large highway projects, the building starts with listening.”

Mr. Hyland for Ironwood Design Group spoke next. He noted his close association with the Berger Group and his experience in streetscapes to environmental remediation to stormwater management projects. He explained the process of informing the public of “what we will do, how we will do it, when we will start, and what to expect.” He spoke about green construction and green alternatives involving such things as lighting plans.

Mr. Clogston spoke about the goals of public input and then the “slide into the engineering side and technical details.” He explained how construction calculations for bridges or sidewalks are not standard, automatic or blanket anymore noting “there is not a typical solution anymore, today’s projects call for a different approach, a different treatment. This is a design process called context sensitive solutions. It has worked its way into our thought process and we like it, we see the value in it, and we are excited about this project.”

Chair Burnett asked for a definition of Context Sensitive Solutions (CSS). Ms. Ogilvie replied she and Mr. Bartlett had attended training in this approach “and simply, it is an approach that

encourages engineers to think about the human side of a project. Encourages them to think about what the road they are designing may mean to the people who will use it.” She added “it is community oriented and encourages reflection on how it will impact different people in different ways.”

Mr. Clogston reiterated the importance of the public input throughout the entire process. “This creates a consensus about what is being done including the components, the problems and the solutions.” Chair Burnett interjected the importance of all who interact in the community including bikers, walkers, joggers, hikers, drivers etc.

Mr. Higginson spoke briefly as well. He noted “a road is a place for the interaction of people, land and traffic that should be without conflict.” He expressed his belief that the public information process is a valuable asset to the community for any project and improves the project for everyone, not just the transportation aspect. He noted the “planning will dominate the work, then the hard engineering will begin.” He reiterated Mr. Hyland (landscape engineer) would be involved throughout the project.

Mr. Bartlett then reviewed a checklist of “next step” items that included:

- Scope of Work Summary
- Project Kick-off Meeting
- Field Survey and Base Mapping
- Public Information Process
- Context Sensitive Solutions Design Process
- Traffic Calming Planning and Design
- Roadway and Sidewalk Design
- Bidding Assistance

Chair Burnett noted for the record that the engineers should keep in mind that the Union Street Bridge needs repair or rebuilding. “Keep that need in the back of your minds so we don’t have to undo projects close to the bridge or the project ends up making the bridge work more difficult.”

In summary Mr. Bartlett noted he would put a committee together to “start to put the pieces together” noting the Louis Berger Group “is in-line with our goals.” He stated “we have a very open book right now, we will use what we have to get the information that is out there.” He reiterated the “straight forward part” is the engineering at the end.

Mrs. Caron asked for qualification regarding the kick-off ham and bean supper and the associated budget costs with Mr. McKeever assuring her the cost reflected the planning and design work done prior to the supper. Mr. Bartlett also qualified that he had specifically asked for a breakdown of the scope of work items so that “a fee schedule could be associated with completion of items on the list. “There is a fair amount of conceptual costing here” he said “but it really helps with the billing process.”

Mr. Monzies asked about the flexibility of the design as it matures with all of the gentlemen responding with assurance that the plan remains flexible, with the hard engineering occurring at

the end. They did concede that the budget, like with any project is a restraint to flexibility. “The scope of work is expressed within the fee schedule” said Mr. Clogston.

There was a brief discussion on the logistics of the public meetings (downtown versus West Peterborough) and the pros and cons of both locations. Ms. Olenik stated she hoped that all the residents of Peterborough would be interested and contribute input to the project.

When discussing the best time for a schedule of public meetings Ms. Ogilvie suggested they first review the town calendar for regularly scheduled Board and Committee meetings so that there would not be conflicts. The potential for a Saturday morning meeting was also discussed.

Mr. Monzies mentioned a project he was involved with at the New England Wood Design building across the street for the Union Mill. He stated he received a building permit for his project but he’d like to expand it later but may not be able to due to the parking regulations. He asked the engineers consider the parking issue as it was an important piece of the puzzle. Mr. Monzies also noted West Peterborough’s two hydro-electric stations. He noted historical information plaques or signs would be nice to have.

There was a brief discussion about Texiera Park and its transformation with complements all around for Michael Gordon, Chairman of the Parks Committee.

Chair Burnett asked if there were any other questions or concerns and with none, he made a motion to give authority to Mr. Bartlett and Ms. Ogilvie to grant this project and “get it started. The motion was seconded by Mr. Monzies with all in favor.

Chair Burnett stated “this is not only exciting for West Peterborough but for the entire town. The model used here can easily be transferred to other areas of town, it is an excellent opportunity for all of us.”

Mr. Monzies noted he would be out of town the first part of September and for selfish reasons asked if the next meeting would not be scheduled while he was gone. The consensus of the group was that the earliest time frame for the next meeting would be later than that. Chair Burnett also noted a timing factor with the newspapers be considered.

Mrs. Caron asked if there was a charge for the kick off ham and bean supper with the consensus being that it would be free. The other idea was to charge for the dinner with the proceeds gong to the IOOF Roof Fund.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant